



Minnesota Helpful Hint #1

Generating Job Sheets During Plan Wizard

A) Overview:

In the Toolkit Plan Wizard, you can print job sheets for conservation practices in the plan. For this feature to work, you must first edit your Toolkit Preferences.

B) Setting Preferences

- 1) From the Toolkit menu, select **Tools....Preferences....Practice Narratives**.
- 2) Copy the following URL into the Job Sheet Location field in the lower left corner of the Practice Narrative screen. This web page is an index of Minnesota Job Sheets, found in eFOTG Section IV.

<http://www.mn.nrcs.usda.gov/technical/ecs/JobsheetIndex.htm>

<input type="checkbox"/>	323B	Residue Management, Muck 1 III
<input checked="" type="checkbox"/>	329C	Residue Management, Ridge Till
<input checked="" type="checkbox"/>	330	Contour Farming

Select All UnSelect All

Job Sheet Location

<http://www.mn.nrcs.usda.gov/technical/ecs/JobsheetIndex.htm>

- 3) Hit the **Save** button and exit Toolkit Preferences

C) Using the Job Sheet Feature

- 1) Checkout a customer and start the Plan Wizard.
- 2) Click on the job sheet link in the lower left corner of the "Set Preferences" screen.
- 3) This will open a job sheet index. Click on a practice number to generate the appropriate job sheet title

Conservation Plan Wizard

Set Preferences

Check Options

☒ Display Practice Narrative ☒ Display Participants Signature Box(es) ☒ Display Applied Practices

Sort By

☒ Land Use ☐ Practice

How to print Recurring Practices

☐ Consolidate Recurring Practices to first year. Mark with 'R'.

Signature Box

Field Office: ADA SERVICE CENTER

Conservationist Name: Ryan Braddock

Conservationist Title: District Conservationist

Conservation District:

Standard Statements

Plan Objectives

Click Link Below for Job Sheets

<http://www.mn.nrcs.usda.gov/technical/ecs/JobsheetIndex.htm>

Practice	Format	Jobsheet Title
328	Acrobat	Conservation Crop Rotation
330	Acrobat	Contour Farming
332	Acrobat	Contour Buffer Strips
338	Acrobat	Benefits of Prescribed Burning on Private Land
386	Acrobat	Field Border
393	Acrobat	Field Strips